

Submitted: 2/7/2012
Jurisdiction: Maryland
Agency: State Police
Division/Unit: Barrack V Berlin

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 226
MSA ID: SE55-2346

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Employee Payroll Authorization Summary	1209-A-39	PER 2-1	Jan thru Dec 2008	0.4 cu ft.	02/07/2012	was shredded
2	Leave and Duty Schedules	1209-A-39	PER 3	Jan thru Dec 2008	0.4 cu ft.	02/07/2012	was shredded
3	Bi-weekly O.T. Tally Sheets (sworn and civilian)	1209-A-39	PER 4	Jan thru Dec 2008	0.4 cu ft.	02/07/2012	was shredded
4	Overtime & Comp Time Authorizatation Record (Sworn)	1209-A-39	PER 4	Jan thru Dec 2008	0.4 cu ft.	02/07/2012	was shredded
5	Overtime and Comp Time Authorization Record (Civilian)	1209-A-39	PER 4	Jan thru Dec 2008	0.4 cu ft.	02/07/2012	was shredded

Destruction Certification

Mary E Abendschoen

Signature

Administrative Aide

Title

2/7/2012

Date